

State of Idaho  
Office of the Attorney General  
**OPEN MEETING LAW CHECKLIST**  
*Executive Sessions*

**(NOTE:** Executive Sessions take place in conjunction with Regular or Special Meetings.\*)

Session Date and Time:

Session Location:

[Idaho Code § 67-2342(4) and (5) – manual page 3]

**Before Session**

⌚ Meeting and Agenda Notice posted **at least 24 hours** prior to the session.

[Idaho Code § 67-2343(3) – manual page 4]

**\*During Regular or Special Meeting**

⌚ Motion to enter Executive Session to discuss one of exemptions listed in Idaho Code § 67-2345.

⌚  $\frac{2}{3}$  vote to enter Executive Session reflected in regular/special meeting minutes.

[Idaho Code § 67-2345(1) – manual page 17]

**During Session** [Idaho Code § 67-2342(1), (2) and (3) – manual page 2]

⌚ First: Any agenda amendments? [Idaho Code § 67-2343(1) – manual page 3]

⌚ Secretary or other person appointed to take minutes.

[Idaho Code § 67-2344(1) – manual page 4]

**After Meeting**

⌚ Minutes reflecting general tenor of executive session available to the public within a reasonable time after the meeting. [Idaho Code § 67-2344(1) – manual page 4]

